

Cooperative Agreement for the Skowhegan Regional Vocational Center Vocational Advisory Board

Article I-Purpose

- A. Pursuant to Title 20-A, Maine Revised Statutes Annotated, Section 15, §8404-3B, this document shall serve as the Cooperative Agreement to plan, develop, coordinate, and govern educational services for vocational students enrolled at the Skowhegan Regional Vocational Center (Herein- after the "Center").
- B. This Cooperative Agreement shall delineate the duties and powers of the Advisory Board and devise a formula for sharing costs.
- C. This Cooperative Agreement is subject to ratification by all of the school boards of the participating school administrative units (Hereinafter the "School"). This agreement shall be reviewed annually by the Advisory Board, with a copy being submitted to the Commissioner of Education.

Article II-Acceptance

- A. This Cooperative Agreement is subject to ratification by all of the school boards of the participating schools before this agreement becomes operative.
- B. Member units may request to withdraw from the Cooperative Agreement by a vote of their local school boards and notification to the Center's Advisory Board by no later than January 1st of a given year. The Cooperative Agreement would then terminate at the completion of the next fiscal year for those units in accordance with Title 20-A, MRSA, Section 15, §8404-3D.
- C. Actual withdrawal from the Center shall be carried out in accordance with Title 20-A, MRSA, Section 8, §8307-A.

Article III-Membership/Procedures

- A. The Advisory Board shall consist of (a) the superintendent of each member school, or the superintendents' designee, and (b) one school board member appointed or elected by the school board from the participating schools. The election or appointment of the Advisory Board members shall be in accordance with procedures developed by each school board. Each participating unit shall have two votes.
- B. Annually at the first meeting of the fiscal year, the Advisory Board shall elect from its members a chairperson and vice-chairperson. The Director of the Center shall serve as an ex-officio member of the Advisory Board and Recording Secretary. The Secretary shall keep written records of all meetings and be responsible for reports as required.
- C. The Chairperson shall preside at all meetings. In the absence of the Chairperson and

Vice- Chairperson, a Chairperson may be selected to conduct that meeting.

Article IV-Financing

- A. The Director will present a proposed budget to the Advisory Board on or about December 1st each year for its review. The Advisory Board of the Center will meet annually by February 1st and adopt a recommended operating budget for the next fiscal year. The Advisory Board shall pass the budget by a majority vote. The proposed budget shall then be submitted to each school unit's board for approval or rejection. The approved vocational budget, as passed by the Advisory Board, shall have a positive vote by at least three of the five participating school units. School units will be committed to their respective share of the proposed budget, unless three or more schools provide the Director/Chairperson notification of rejection by March 1st. If three or more school units reject the proposed vocational budget, the budget shall be reconsidered by the Advisory Board. Should individual School Units fail to act upon the budget as recommended by the Advisory Board by March 20th, each school unit will be assessed its proportional share.
1. If the actual state allocation is more or less than the amount that was originally projected, and at the request of a school unit, the Vocational Budget shall be reconsidered by Advisory Board.
 2. Should the vocational line item in the M.S.A.D. #54 budget be amended by the legislative assemblies, the Advisory Committee shall modify the budget accordingly. Should the legislative assembly of any other unit fail to approve the vocational funding approved by the Board of that unit, the Advisory Committee shall meet to consider alternatives which might include a revised budget.
- B. Financial report shall be made by the director at least quarterly or as requested by the Advisory Board.
- C. Cost-Sharing: The cost-sharing formula shall pertain to the cost of vocational education programs which exceed state vocational allocation to School Administrative District #54 as part of state subsidy made for those programs in the proposed budget year. Additionally, cost will be shared when incurred for new and replacement equipment approved by the Advisory Board or for new program development approved by the Advisory Board. Capital construction for the Skowhegan Regional Vocational Center will be the sole responsibility of the MSAD #54 District.
- D. Cost-Sharing Formula will be computed as follows:
List the funds budgeted for the operation of the Skowhegan Regional Vocational Center for the upcoming fiscal year plus any funds approved by the Advisory Board for replacement of capital equipment or new programs minus any anticipated income to the Center, including balances from the previous years budget, and minus the Vocational center's state and local allocation to be received by MSAD #54 during the proposed budget year.
Add the average total state valuation for the most recent three years for the member districts and calculate the percentage of the total state valuation of the member districts that may be attributed to each district. Multiply each unit's percentage of total valuation by the amount of budget to be shared to determine the cost share for each district. The

cost share for each district will be paid to MSAD #54 in four equal payments during the budget year (October 1, January 1, April 1 and June 20) to pay for the participation of pupils from the participating districts in the programs of the Vocational Center.

Article V-Meeting

- A. The time, place, and dates of the regular meetings for the upcoming fiscal year of the Advisory Board shall be established in April, as recommended by the Chairperson and Director and approved by the Advisory Board.
- B. Special meetings of the Advisory Board may be called by the Chairperson and/or Director. Other than for emergencies, each Advisory Board member shall be given forty-eight hours notice of such meetings.
- C. The Chairperson and Director shall determine the agenda and order of business. Items to be considered for the agenda must be presented to the Chairperson and/or Director five days prior to the meeting. Urgent items may be placed on the agenda on the day of the meeting, at the discretion of the Chairperson.
- D. A simple majority of the Center's Advisory Board must be present to constitute a quorum for conducting business.
- E. The Advisory Board shall meet at least six times a year, pursuant to Title 20-A, MRSA, Section 15,§8404-2.

Article VI-Procedures

- A. Parliamentary procedures of the Center's Advisory Board shall be governed by the latest edition of Robert's Rules of Order when applicable and not in conflict with this Cooperative Agreement.

Article VII-Amendments

- A. This Cooperative Agreement may be amended only by unanimous agreement of the member school boards as recommended by the Advisory Board.

Article VIII-Program/Grant Review

- A. To insure regional coordination, the Advisory Board shall review and approve any program applications for state and federal funds to serve vocational students prior to submission to the funding source. Small grants (\$5,000) may be submitted, in order to meet deadlines, without prior approval of the Advisory Board with permission of the Chairperson.

Article IX-Adult Education

- A. Adult Education costs shall be borne by Adult Education Programs and shall not be computed in the per-pupil costs of the high school vocational program.

Article X-Personnel

- A. The employment and conditions of employment of all personnel shall be the sole responsibility of the MSAD #54 Board of Education.
- B. The Advisory Board shall participate in the screening and interviewing of candidates for the position of Vocational Director when a vacancy exists. The Director shall meet appropriate certification in the state of Maine.
- C. The Advisory Board shall provide input to the MSAD #54 Superintendent of Schools regarding the annual performance evaluation of the Director. Responsibility for completing this evaluation rests with the MSAD #54 Superintendent of Schools.
- D. The Director shall serve as Chief Administrative Officer of the Center and its satellites and shall report to the MSAD #54 Superintendent of Schools.

Article XI-Equipment Relinquishment

- A. Any equipment discontinued from use at the Center (purchased under this agreement) will be sold by public bid or traded toward the purchase of the new and/or replacement equipment. Any exceptions shall be approved by the Advisory Board.
We, the following, undersigned as of this date agree in principle to the articles contained in the Cooperative agreement for the operation of the Skowhegan Regional Vocational Center.